



# NEW APPLICATIONS & SINGLE PREMIUM TOP UPS CHECKLIST

This checklist outlines the main requirements for new applications and single premium top ups to policies via PORTUS. However it is not an exhaustive list of all requirements, as certain requirements may be required depending on each individual's circumstance.

For individual or complex cases, please don't hesitate to contact the Platform team at Irish Life to get clarification and confirmation on any further requirements that may be needed.

|                |                      |
|----------------|----------------------|
| Customer Name: | <input type="text"/> |
| Policy Number: | <input type="text"/> |
| Notes:         | <input type="text"/> |
|                | <input type="text"/> |

## SOME POINTS TO REMEMBER:

- The information input on PORTUS should be consistent with the application being submitted.
- Declarations & Consents should be fully completed before submitting, including date sections.
- PORTUS comment functionality can be used to confirm any additional info.
- Salary information for applications, should correspond to the supporting P60's or payslips.

### Willing and Able Requests

For the most efficient way to receive a willing and able confirmation, we would encourage you to use the self-service functionality on PORTUS. This enables you to immediately generate and issue a willing and able confirmation to the transferring life office. This functionality is available for Personal Pensions, PRB's, ARF/AMRF and PRSA's.

### Company Pension & AVC's/PRSA AVC's

If you need a willing and able confirmation for a Company Pension or AVC/PRSA AVC, let us know as early in the process as possible. Because of specific transfer requirements for these types of pensions, we are unable to provide willing and able confirmation using the self-service functionality.

## NEW BUSINESS APPLICATIONS

### Personal Pension

- ☐ Full Declarations & Consents – signed & dated
- ☐ Direct Debit Mandate completed (if applicable)
- ☐ Willing & Able - generated/requested
- ☐ Cheque/EFT (if applicable)

### Company Pension

- ☐ Full Declarations & Consents – signed & dated
- ☐ Employer Declaration – signed & dated
- ☐ Employee Declaration – signed & dated
- ☐ Details of other pension benefits
- ☐ P60 or Payslip
- ☐ Willing and Able - requested (if applicable)
- ☐ Direct Debit Mandate completed (if applicable)
- ☐ Cheque/EFT (if applicable)

## NEW BUSINESS APPLICATIONS *continued...*

### ARF/AMRF

- ☐ Full Declarations & Consents – signed & dated
- ☐ Trustee Declaration (if applicable)
- ☐ Evidence of eligibility for ARF investment
- ☐ Source of Investment Cert
- ☐ Willing and Able - generated/requested

### PRSA/PRSA AVC

- ☐ Full Declarations & Consents – signed & dated
- ☐ Direct Debit Mandate completed (if applicable)
- ☐ Trustee Declaration (AVC's only)
- ☐ Willing and Able - generated/requested
- ☐ Cheque/EFT (if applicable)

### PRB

- ☐ Full Declarations & Consents – signed & dated
- ☐ Trustee Declaration (if applicable)
- ☐ P60 or Payslip in respect of the transferring employment
- ☐ Willing and Able - generated/requested

### Investment Only

- ☐ Full Declarations & Consents – signed & dated
- ☐ Copy of Revenue Approval for the SSAP
- ☐ Cheque/EFT payment
- ☐ Direct Debit Mandate completed (if applicable)

### Investment Bond & Savings

- ☐ Full Declarations & Consents – signed & dated
- ☐ Full AML requirements
- ☐ Cheque/EFT payment
- ☐ Original Trust Form (if plan is in trust)
- ☐ Direct Debit Mandate completed (if applicable)

## SINGLE PREMIUM TOP UPS TO EXISTING POLICIES

**Remember:** Single premium top up functionality is available on PORTUS, allowing you to submit your top up request, indicating fund choice and commission structure. When a single premium top up is submitted via PORTUS, it will be visible as a pending submission in your pipeline, allowing you to keep track of your submissions. It also allows you to upload any required supporting documents (such as a P60 or top up form) via the upload facility on PORTUS, creating a record of all documentation submitted.

Where top up forms are available, these can be found in your Literature Library on PORTUS.

### Company Pensions

A top up form is available specifically for company pensions, to help you capture all information required, including the following:

- ☐ Fund Choice (if not submitted via PORTUS)
- ☐ Commission confirmation (if not submitted via PORTUS)
- ☐ Employee/Employer/AVC split
- ☐ Up to date details of other pension benefits
- ☐ P60 or Payslip
- ☐ Cheque or EFT payment

### Personal Pension & Investment Only

- ☐ Fund Choice (if not submitted via PORTUS)
- ☐ Commission confirmation (if not submitted via PORTUS)
- ☐ Cheque or EFT payment

### Investment Bond & Savings

A top up form is available specifically for investment bonds and savings plans, to help you capture all information required, including the following:

- ☐ Fund Choice (if not submitted via PORTUS)
- ☐ Commission confirmation (if not submitted via PORTUS)
- ☐ Source of funds details
- ☐ Source of wealth
- ☐ Cheque or EFT payment